United Nations ST/SGB/2012/4

Secretariat

27 July 2012

Secretary-General's bulletin

Senior Management Group

The Secretary-General, for the purpose of defining and strengthening the work of the Senior Management Group within the executive management of the Organization, promulgates the following:

Section 1
Functions

1.1 The Senior Management Group will function as a forum for the exchange of information and experiences among heads of departments, offices, funds and programmes of the United Nations, pursuant to the provisions set out in the present bulletin. The Secretary-General may use the Senior Management Group to raise and provide guidance on important cross-cutting issues.

Section 2
Objectives

2.1 Serving as a forum for the exchange of information and experiences among heads of departments, offices, funds and programmes of the United Nations, the Senior Management Group will assist the Secretary-General in ensuring strategic coherence and direction in the work of the Organization.

2.2 The issues with which the Senior Management Group will deal may include:

(a) Policy-related matters in relation to complex challenges that cut across sectors and institutional boundaries;

(b) Strategic inputs that may be considered by United Nations legislative bodies;

(c) Issues relating to reform packages and any additional reform measures that affect the Organization as a whole;

(d) The preparation of policy papers and proposals, as may be required by the Secretary-General;

(e) Any other matter the Secretary-General may wish to bring forward for discussion in the forum.

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Section 3
Composition and functioning

3.1 The Senior Management Group is chaired by the Secretary-General and comprises the following officials:

Deputy Secretary-General

Chef de Cabinet

Under-Secretary-General for Legal Affairs

United Nations High Commissioner for Human Rights

Under-Secretary-General for Political Affairs

High Representative for Disarmament Affairs

Under-Secretary-General for Peacekeeping Operations

Under-Secretary-General for Field Support

Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator

Under-Secretary-General for Economic and Social Affairs

Under-Secretary-General for Communications and Public Information

Under-Secretary-General for Safety and Security

Under-Secretary-General for General Assembly and Conference Management

Under-Secretary-General for Management

Assistant Secretary-General for Peacebuilding Support

Assistant Secretary-General for Policy Coordination and Strategic Planning

Secretary-General of the United Nations Conference on Trade and Development

Executive Director of the United Nations Office on Drugs and Crime

Executive Director of the United Nations Environment Programme

Executive Director of the United Nations Human Settlements Programme

High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States

Special Adviser to the Secretary-General on Myanmar

Special Adviser to the Secretary-General on Change Implementation

Special Adviser to the Secretary-General on Africa

Special Representative of the Secretary-General for Children and Armed Conflict

Special Representative of the Secretary-General on Sexual Violence in Conflict

Special Adviser to the Secretary-General on the Prevention of Genocide

Director-General of the United Nations Office at Geneva

Director-General of the United Nations Office at Nairobi

Director-General of the United Nations Office at Vienna

Executive Secretary of the Economic Commission for Africa

Executive Secretary of the Economic Commission for Europe

Executive Secretary of the Economic Commission for Latin America and the Caribbean

Executive Secretary of the Economic and Social Commission for Asia and the Pacific

Executive Secretary of the Economic and Social Commission for Western Asia

Executive Director of the United Nations Children's Fund

Administrator of the United Nations Development Programme

Executive Director of the United Nations Population Fund

Executive Director of the World Food Programme

United Nations High Commissioner for Refugees

Under-Secretary-General and Executive Director of the United Nations Entity for Gender Equality and the Empowerment of Women

3.2 The Under-Secretary-General for Internal Oversight Services shall participate, as an observer, in the meetings of the Senior Management Group.

3.3 Substitutes may participate by invitation in the case of unavailability of one or more of the members.

3.4 The Secretary-General or the Chef de Cabinet, on his behalf, may invite other officials to attend the meetings of the Senior Management Group.

3.5 The Senior Management Group will normally meet every two weeks. It will be serviced by a secretariat, provided by the Executive Office of the Secretary-General, that will:

(a) Act as the convenor of the meeting on behalf of the Secretary-General;

(b) Develop agendas, taking into account suggestions by members, where feasible, that are shared with members before the meetings;

(c) Prepare summaries of the meetings, including attendance lists, which will be distributed to all the members.

Section 4
Final provisions

4.1 The present bulletin abolishes ST/SGB/1997/3 of 8 September 1997 and shall apply in conjunction with the Secretary-General's bulletin entitled "New mechanisms to strengthen the executive management of the United Nations Secretariat" (ST/SGB/2005/16).

4.2 The present bulletin shall enter into force on the date of issuance.

(*Signed*) **BAN** Ki-moon
Secretary-General